



# City of Eureka, California

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	<b>Pretreatment Coordinator</b>
<b>Class Code Number</b>	<b>4190</b>

### General Statement of Duties

Inspects, monitors, samples, and enforces industrial wastewater discharge regulations; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to inspect, sample, and enforce industrial wastewater discharge regulations. The work is performed under the supervision and direction of the Utilities Operations Manager, but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in business and industrial sites, laboratory, and a general office environment.

### Examples of Essential Work (Illustrative Only)

- Inspects, monitors, and conducts sampling at various industrial sites, including inspecting industry, restaurants, and contaminated water projects for compliance with wastewater discharge regulations, troubleshooting equipment problems, evaluating environmental risks associated with industrial processes and activities, preparing, setting, programming, and retrieving automatic samplers, and monitoring and sampling hauled wastes at the City's treatment facility;
- Prepares and manages accurate records and correspondence, including writing, updating, and maintaining industrial wastewater discharge permits and holding tank wastewater discharge permits, and maintaining accurate records of all hazardous waste disposals from the water and wastewater treatment plants;

- Prepares reports and maintains documentation, including preparing quarterly and annual reports for the State Water Quality Control Board and the Federal Environmental Protection Agency, and maintaining and updating environmental reports for City water and wastewater treatment plants and related stations;
- Develops and implements procedures for the City's Pretreatment Program, including making Municipal Code revisions, reviewing all data collected and submitted, analyzing results, and preparing reports to industry and regulatory agencies;
- Coordinates with other environmental regulators, including participating in activities, meetings, and committees involving other environmental agencies, reviewing current literature and regulations, and disseminating information;
- Oversees and provides project management for a variety of environmental projects, including reviewing project proposals and analytical data for proposed discharges of contaminated water from environmental cleanup projects, and overseeing the development of revised technically based local limits for specific pollutants;
- Reviews all City building plans to ensure that all sources of pollutants at industrial sites will be controlled, including reviewing plans to ensure that adequate backflow prevention devices are installed on water service lines to industrial facilities;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

### **Required Knowledge, Skills, and Abilities**

- Some knowledge of Federal, State, and local pretreatment and hazardous waste regulations;
- Some knowledge of principles, practices, and techniques for handling industrial waste and hazardous chemicals;
- Some knowledge of the principles, practices, and techniques for pretreatment facility inspection;
- Some knowledge of proper sample collection, preservation, and chain of custody procedures;
- Some knowledge of water and wastewater treatment principles and practices;
- Ability to conduct field inspections, sampling, and applicable tests;
- Ability to develop and maintain accurate and timely records and reports;
- Ability to review and comprehend construction plans and blueprints;
- Ability to work independently and as part of a team;
- Ability to establish and maintain effective working relationships with those contacted in the course of the work;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;

- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

Any combination of training and/or experience which is equivalent to:

- Bachelor's Degree in Chemistry, Biology, Environmental Science, or related field; and
- Some (one to three years) experience in inspections, environmental sampling and analysis, laboratory work, and/or environmental compliance.

### **Required Special Qualifications**

- Completion of CSUS, Office of Water Programs Pretreatment Facility Inspection Correspondence Course within six months of employment;
- Possession of or ability to obtain Environmental Compliance Inspector Grade I Certificate through the California Water Environment Association (CWEA) within 12 months of employment.
- Valid Class C California State Driver's license.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;

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- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office, laboratory, industrial sites, and water and wastewater facilities environment.